

**STATE ADMINISTRATIVE MANUAL (SAM) SCHEDULE  
FOR QUARTERLY NOTIFICATION OF CHANGES**

<b>CALENDAR:</b>	<b>DATE:</b>
<b>1<sup>st</sup> Quarter</b>	- First Business Day of April
<b>2<sup>nd</sup> Quarter</b>	- First Business Day of July
<b>3<sup>rd</sup> Quarter</b>	- First Business Day of October
<b>4<sup>th</sup> Quarter</b>	- First Business Day of January
<b>Contact Information:</b>	Michael Sears <a href="mailto:Michael.Sears@dgs.ca.gov">Michael.Sears@dgs.ca.gov</a> 916-376-1862